

**Town of Felton  
Town Council Meeting  
March 9, 2020  
6:30 pm**

Mayor Clendaniel called the Town Council Meeting of Felton to order at 6:30 pm on Monday, March 9, 2020. Present at the meeting were:

**Council Members:** Mayor Joanne Clendaniel, Vice-Mayor Joe Yapsuga, Anthony Carroll, Diana Dolan-Beulah and Bill Brittingham.

**Staff:** Chief Levi Brown, Town Manager, Rebecca Greene and Town Clerk, Amy Thomas.

**Public:** US Census Bureau – Carmine Alessandro, Town Auditor- Jeff Meany and Felton Fire Department – Bret Carpenter.

**Swearing in of Council Members:**

Vice-Mayor Yapsuga swore in Mayor Clendaniel and Mayor Clendaniel swore in Councilmember Dolan-Beulah and Vice-Mayor Yapsuga. Mayor Clendaniel stated there are no changes to the council positions.

**The meeting was adjourned at 6:36pm to go into Executive Session.**

**Town Council Meeting was reconvened at 6:37pm.**

The Mayor advised everyone that she would remain Mayor and Joe Yapsuga would also stay on as Vice Mayor.

**Census Bureau Presentation:**

Mr. Alessandro presented council with information regarding the 2020 Census and stated that April 1 is Census Day.

**Citizens Concerns:**

There were no citizens concerns.

**FY19 Audit Report by Jeff Meany:**

Mr. Meany presented council with the audit report (see attached). Some facts that he pointed out were:

- On the balance sheet you will see the balance is up from last year but that is because of an increase in Municipal Street Aid, Water Impact Fee and Water Reserve. These are all restricted accounts.
- Savings account is down \$27,000.
- Operating account is down \$10,000.
- Liability in net position shows that the USDA loan has been paid down to include an extra payment of \$8700 last year.
- Net position is at a new loss of \$75.179 but most of that comes from the depreciation of assets.

Jeff also stated that he reviewed the five year review that Rebecca sent him and he thinks that the numbers look accurate and fair.

#### **Police Report:**

Chief Brown presented the February 2020 police report.

**Motion:** Councilmember Yapsuga made a motion to approve the February 2020 Police Report. Councilmember Dolan-Beulah seconded the motion. The motion was passed unanimously.

#### **Budget Report:**

Rebecca presented the February 2020 budget report and stated that she completed a five year delinquent debt ratio and currently the town is at 1% for their delinquent debt ratio. This includes utilities and taxes.

**Motion:** Councilmember Yapsuga made a motion to accept the January 2020 Budget Report. Councilmember Dolan-Beulah seconded the motion. The motion was passed unanimously.

#### **Town Council Meeting Minutes:**

Mayor Clendaniel presented the February 10, 2020 Council Meeting Minutes. There were no questions.

#### **Planning and Zoning Minutes:**

There were no questions.

**Motion:** Councilmember Yapsuga made a motion to accept the Town Council Meeting Minutes and the Planning and Zoning Meeting Minutes. Councilmember Dolan-Beulah seconded the motion. The motion was passed unanimously.

#### **Employee Handbook Revisions:**

Rebecca presented council with a listing of small changes that she will make to the Employee Handbook (see attached).

**Ordinance Article IV Title 21 First Reading: Keeping Dogs within the Town of Felton:**

Rebecca stated that she submitted the old ordinance to the attorney and he made some updated changes. The second reading will be presented at a Public Hearing in May.

**Motion:** Councilmember Yapsuga made a motion to accept the changes made to the First Reading of Ordinance Article IV. Councilmember Carroll seconded the motion. The motion was passed unanimously.

**Rosewood Farms Open Space:**

Rebecca stated that she contacted Kent County to try and get them to make this property exempt from taxes; it is a large piece of property and cannot be developed. This property was never deeded to the Town and she is concerned that the County will put this up for sheriff sale and someone will purchase it not knowing that it is a non buildable lot. Rebecca stated that the attorney said that if we wanted to purchase this property it would cost the Town about \$3,000-\$5,000.

Rebecca did ask the Council if she could remove the past due taxes on these accounts and also not continue to charge them taxes. Council agreed there was no reason to charge the taxes when we knew the bills were not going to be paid since legally there is no one responsible to pay the debt.

**Motion:** Councilmember Yapsuga made a motion for the town to make this property exempt from town taxes. Dolan-Beulah seconded the motion. The motion was passed unanimously.

**Discussion of FY21 Budget – Possible Tax Increase :**

Rebecca presented Council with the two scenarios of a possible tax increase with the rate increasing slowly over three years (see attached). It was decided that Rebecca will present a draft budget next meeting with the possible tax increase for the next three years of a \$0.15 increase the first year, \$0.10 the second year and \$0.10 the last year. There will also be a public hearing and when that is over we will begin the regular meeting. If this is passed next meeting then we will have a resolution to pass for the new rates at the May meeting.

**The meeting was adjourned at 8:19 for Executive Session.**

**The Regular Meeting reconvened at 9:50pm.**

**The meeting was adjourned at 8:25pm.**

**Motion:** Councilmember Dolan-Beulah made a motion to adjourn the meeting. Councilmember Carroll seconded the motion. The motion was passed unanimously.

These minutes were prepared by Amy Thomas, Town Clerk.

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Amy Thomas, Town Clerk

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Date